Australian Government



Department of Health and Aged Care

In addition to submitting nKPI data to the Health Data Portal every six months as part of the formal data collection periods, health services can submit their updated nKPI data from their CIS to the Data Portal as often as every month if needed as a Trial Submission. This allows the health service to track their data more easily through their *Qlik Health Service nKPI and OSR Report* by being able to see monthly trends and data points in the sheets contained in the report.

Review/Update your Trial Submission

To submit a *direct load* nKPI Trial Submission in the Data Portal:

- 1. Open the Data Portal through <u>Health Data</u> <u>Portal</u>.
- 2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.

The Data Portal home screen will display, with the *Reporting Dashboard* open by default.



Trial Submissions are contained within the Data Assets table on the Data Portal home screen.

To display the Data Assets table, select
 Reporting Dashboard to close the *Reporting*

Dashboard.

The Data Portal home screen will now update to display the Data Assets table.

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Australian Government	DATA PO	ORTAL					
peparement or recann and Aged Care							
🐣 • New • Manage • Reports	Reporting Dashboa	rd		Search for Data Assets	۹ • 0		
Folders	Data Assets for Indigenous Health > nKPI						
Indigenous leads Inc? NCP Performance Report OSR Vestal Notation AddT program Acceptance Vertification Testing Acceptance Vertification Testing	Status ¢	Data Period ©	Title 0		Last Modified 0		
	Processed	Not Specified	nKPI - ALBURY WO HEALTH SERVICE I 20221026	nKPI - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20221026			
	Submission Returned to Uploader	Not Specified	B2G - nKPI - Albury	B2G - nKPI - Albury Wodonga			
	Ready for Processing	Not Specified	nKPI - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20220919		29/Sep/2022 14:33		
	Processed	Not Specified	PI25 Test Data For 0	alik Albury Wodonga	18/Aug/2022 16:03		
	Draft Submission	29/Jul/2022 to 29/Jul/2022	NKPI - ALBURY WO HEALTH SERVICE I 20220602	NKPI - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20220602			
	Processed	Not Specified	NKPI - ALBURY WO HEALTH SERVICE I 20220616	DONGA ABORIGINAL INCORPORATED -	16Jun/2022 08:25		

4. With the **nKPI** folder selected on the lefthand side of the screen, on the right-hand

Work with nKPI Trial Submissions in the Health Data Portal and Qlik

side of the screen, select the Trial Submission you have submitted to the Data Portal from your CIS.

Up The draft submission's status will be *Draft Submission* and the data contained within the submission will now be available in your Qlik report.

The Data Asset Details screen will display.

🐔 - New - Manage 🕿	Reporting Dashboard TRAIN	IING ENVIRONMENT	0				
INDIGENOUS HEALTH - NKPI TRIAL SUBMISSION	Bourke Aboriginal Health Service Ltd NKPI - Bourke Aboriginal	Health Service Ltd - 20210608	Dpen nKPI Form 🖋 👂				
Asset Details		Draft Ready For Review Ready For App	oroval Approved Ready for Processing Processed				
Title '	NKPI - Bourke Aberiginal Health Service Ltd - 20210608						
Description	NRPI - Dourla Aboriginal Health Service Ltd - 20210000						
Submitted by	Stuart Dunn						
Organisation	Bourke Aberiginal Health Service Ltd						
Date Submitted	08Jun/2021						
Folder*	Folder *	Indigenous Health	~				
receives the submission)	Sub-Folder	nKPI	~				
	Additional info						
Reporting Round	Reporting Period	Trial Submission	~				
	Data Period	Trial Submission					
Data Period	Start: 08/Jun/2021	End: 08/Jun/2021					
Purge Date							
Data Sharing							
Do you agree to share your finalised p Aboriginal Community Controlled Heal feedback and support to organisations	rocessed nKPI data (includes current and th Organisation (NACCHO) for the purpos ?	previous reporting periods) with National e of policy development, research and summary	les 🔿 No				

- 5. To put the Data Asset Details screen into *Edit* mode, select in the top right-hand corner of the screen.
- If needed, update the Title and/or Description of the submission and ensure Trial Submission is selected in the Reporting Period field.
- 7. In the **Data Period** fields, ensure the dates in these fields correctly reflect the period the trial data is for.

If you are submitting monthly trial data, ensure the first day of the applicable month is selected in the *Start* field and the last day of the applicable month is in the *End* field.

8. To save any changes, select Save at the bottom of the screen.

• To remove the Trial Submission, select at the top of the screen and in the window that displays, select the down arrow in the *Action* field and select *Remove Data Asset* from the list. Then select the *Remove Data Asset* button.

9. To check the data in your Trial Submission

to ensure it is correct, select open nKPI Form at the top of the screen.



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Work with nKPI Trial Submissions in the Health Data Portal and Qlik

The nKPI form will display.



- 10. Review your data and update any values as required, focussing on any indicators that contain a **A** on the applicable tab on the left-hand side of the form.
- Once all required values have been updated to address any data validation issues in the nKPI form, to exit the form and return to the Data Portal home screen, scroll to the bottom of the form, and select Close

Your Trial Submission data has now been updated as needed and will update in Qlik as well. There is no need to change the submission's status – it can remain at *Draft Submission*.

View your Trial Submission data in Qlik

Once your Trial Submission has been submitted in the Health Data Portal, and the data contained within has been updated as needed, you will be able to view the data in your *Qlik Health Service nKPI and OSR Report*.

To view your Trial Submission data in your *Qlik Health Service nKPI and OSR Report*:

- From the Data Portal home screen, select
 Reports
 and then select Interactive Reports.
- Select Indigenous Health from the lefthand side of the screen and then select Health Service nKPI and OSR Report from the right-hand side of the screen.

The IHD Health Service nKPI and OSR Report screen will display.

Hardware and the second								
Steris 🗍 Sockman	ka 🗊 Stories							
▼ Fublic sheets (3E)								
Health Service Snapshot	Semmary Over Time	Internet indicators Over Time	Desutive Summary	Maternal and Child Hosten	Preventative Hoatrin	Chronic Disease Management	Closing the Gap Target 12	Notional Trajectories
P101	P102	P103	P103	P105	P106	P107	P109	P110
Pid1: Bitthweight recorded	Pi02: Birthweight result	Pl03: Health assessments @	prote Health assessments 15	Plot: HbALc recorded	PIDE: HbAac result	Disesse	Pittle Smoking status recorded	PILIC: Smoking status result
PHI	DITD	DITE	DISA	DIS	PI18	PI10	PIZO	1000

3. To view your Trial Submission data in your Qlik report, select one of the detailed individual indicator sheets (we will select the *PI01: Birthweight recorded* sheet).

The applicable detailed individual indicator sheet will display.



The Trial Submission *data* will appear as a blue bar on the graph in the sheet (*highlighted above*). This bar will be identified by a (T) before the date in the axis at the bottom of the graph. If you submit Trial Submission data to the Data Portal and Qlik each month, blue bars will appear next to each other in your Qlik sheets for each month you submit trial data for. Each of these bars will contain a (T) before the date in the bottom axis.